



Republic of the Philippines
Tanggapan ng Sangguniang Panlungsod
City of Naga



ORDINANCE NO. 2001-077

AN ORDINANCE REVISING ORDINANCE NO. 95-067 ENTITLED “AN ORDINANCE REGULATING THE BORROWING OF BOOKS AND OTHER READING MATERIALS AT THE NAGA CITY PUBLIC LIBRARY, PRESCRIBING FINES FOR OVERDUES; AND FURTHER CREATING A TRUST FUND OUT OF THE FINES DERIVED THEREAT, TO COVER CERTAIN MAINTENANCE AND OPERATING EXPENSES”, AS AMENDED:-

Author: Hon. Mila S.D. Raquid-Arroyo

Be it ordained by the Sangguniang Panlungsod of the City of Naga, that:

SECTION 1. - PURPOSE. - This Ordinance is enacted to further make the Naga City Public Library more responsive to the needs of its clientele and more attuned to existing conditions relevant to its operations.

SECTION 2. - TITLE. - This Ordinance shall be known as the Revised Rules and Regulations Governing the Operation of the Naga City Public Library.

SECTION 3. - DEFINITION OF TERMS. - As used in this Ordinance, the following words and phrases shall mean:

- a. GOVERNMENT DOCUMENT - any publication issued by an agency, bureau and department of the Philippine Government, whether local or national;
- b. GENERAL REFERENCE BOOKS - shall refer to books that deal with the subject matter of general interest of the general user such as dictionaries, encyclopedias, manuals, yearbooks, almanacs and atlases;
- c. THESIS - an intensive research/study of postgraduate students as a requirement in the academic program for the completion of a master's degree;
- d. DISSERTATIONS - an intensive research/study of doctorate students as requirement in the academic program for the completion of a doctoral degree;
- e. CIRCULATION BOOKS - shall refer to references used for extended study having five (5) or more copies;
- f. OVERDUE BOOKS - shall refer to books borrowed but not returned on or before the due date;
- g. DUE DATE - the period indicated in the library card attached to the book within which the book borrowed must be returned;

- h. RESERVE REFERENCE BOOKS - books specified by instructors as required readings for curricular programs;
- i. PERIODICAL MATERIALS - these include publications in successive parts, appearing at intervals and, as a rule, intended to continue indefinitely;
- j. FILIPINIANA BOOKS - include works about or relating to the Philippines written by Filipinos or non-Filipinos on any subject about the Philippines and all works by Filipino authors including translations;
- k. GENERAL REFERENCE SECTION - shall refer to the section in the Library that consists of encyclopedias, dictionaries, bounded periodicals, almanacs, yearbooks and atlases;
- l. ELECTRONIC RESEARCH CENTER - shall refer to the computer section in the library that caters to researchers using reference sources such as compact discs and the internet;
- m. PERIODICAL SECTION - shall refer to the section in the library that consists of magazines, journals, newspapers, tabloids and other periodical materials;
- n. RESERVE REFERENCE SECTION - shall refer to the section in the library that consists of rare and out-of-print books with limited copies of foreign authors that deals with different types of subjects;
- o. GRADUATE SECTION - shall refer to the section in the library that consists of research aids and materials such as thesis and dissertations;
- p. GOVERNMENT DOCUMENT SECTION - shall refer to the section in the library that consists of publication materials coming from local and national government offices, agency, bureaus and departments;
- q. FILIPINIANA/BICOL SECTION - that section comprising collections on subjects dealing with Bicol as well as books published in Filipino by Filipino authors, books published in the Philippines and books that deal with Filipino subjects of foreign authors/publishers;
- r. BOOKMOBILE SERVICES - refers to the public library service through a book mobile which allows borrowers to borrow two (2) books at a time.

SECTION 4. - REQUIREMENT FOR AVAILMENT OF SERVICES. - Any of the services of the Naga City Public Library shall be available only to persons with valid Library Identification Card. The issuance and use of the Library Identification Card shall be governed by the following:

- a. The Library Identification Card shall be issued by the City Librarian upon presentation of the Official Receipt issued by the Naga City Treasurer's Office covering payment for Library Card fee in the mount of Ten Pesos (P10.00);
- b. The Library Identification Card shall bear the following information:
 - b.1. 1 x 1 latest Photo
 - b.2. ID Number
 - b.3. Name and address

b.4. Signature

- c. The Library Identification Card shall be renewable annually.
- d. Lost Library Identification Card shall be replaced only upon presentation of an Affidavit of Loss and payment of the same Library Card fee;
- e. The Library Identification Card is non-transferable.

SECTION 5. - RULES AND REGULATIONS GOVERNING THE USE OF BOOKS IN THE DIFFERENT SECTIONS OF THE LIBRARY. -

a. General Reference, Periodicals and Government Documents Section

All general reference section books, periodicals and government documents must be read inside the library reading room only.

b. Reserve References and Filipiniana/Bikol Sections

- 1. All books found in the reserve reference and Filipiniana sections can be brought home for overnight or over noon use only.
- 2. Overnight borrowing starts at 4:00 p.m. and ends at 9:30 a.m. Books borrowed overnight should be returned before 9:30 a.m. to avoid paying penalties for overdue borrowing.
- 3. Overnoon borrowing starts at 11:00 to 12:00 noon. Books borrowed overnoon must be returned before 5:00 p.m.
- 4. Only one book at a time may be borrowed for overnight or overnoon reading.
- 5. Borrowers for overnight or overnoon reading shall leave their company/office ID or student ID, as the case may be, together with their Library Identification Cards to be allowed to borrow;

c. Circulation Section

Borrowers may borrow two (2) books at a time from the Circulation Section. Books borrowed from the circulation section may be returned within one (1) week.

d. Bookmobile services

- 1. Books in the Bookmobile may be borrowed two-at-a-time and must be returned within three (3) days.
- 2. Only those who have library identification cards are allowed to borrow through the bookmobile.

e. Graduate Section

All books, thesis, dissertations found in the Graduate section must be read inside the library premises only.

f. Electronic Research Center

1. To avoid computer viruses from contaminating the library computers. No user shall be allowed to use their own diskette and other storage and retrieval media for the purpose of downloading documents, graphics or music, etc, through the internet.
2. Playing games, accessing, viewing or downloading indecent materials such as nude pictures, lewd graphics and animations, audio and video full-length films or clippings are extremely prohibited. Users found violating this provision shall be barred from availing any of the services of the Library for a period of one month.
3. No user may be allowed to alter, change or modify any configuration in the hardware or software components of the computer. Users must seek the assistance of qualified library personnel in case of technical or mechanical problems in using the computer.
4. The cost of repair for any damage caused to the computer, whether accidental or purposeful, shall be borne by user concerned.

SECTION 6. - FEES AND FINES. -

6.1. The following fees shall be imposed upon:

a. Users of the Internet Service:

- | | |
|--|------------------|
| 1. Elementary pupils | P10.00 per hour |
| 2. High school students | 20.00 per hour |
| 3. College students and the general public | P25.00 per hour |
| 4. Use in excess of 1 hour shall be charged | 0.25 per minute; |
| 5. Printing cost of materials/documents coming/downloaded from the Internet is | P5.00 per page |

b. Computer encoding fee shall be charged for every hour of use and printing fee of P7.00 per page printed. This service, however, shall be available only upon permission from the Librarian and only when there are no Internet users;

6.2. FINES shall be imposed on the following:

- a. P5.00 per day for every overdue book from the Circulation section;
- b. P1.00 per hour for every overdue book from the Reserve and Filipiniana/ Bikol Sections;

6.3. In case of lost books, the borrower must immediately report the loss to the City Librarian and execute an Affidavit of Loss. To replace the lost book, the borrower may either pay the market price of the book or replace it with the same copy/edition.

- 6.4. Books borrowed from the bookmobile and not returned before the due date will be fined P5.00 per day.
- 6.5. Fees and Fines shall be paid to the authorized employee of the Naga City public Library who shall be bonded.
- 6.6. Fees and fines collected shall accrue to the trust fund which is hereunder herein revived shall be subject to the usual accounting and auditing rules and procedures.

SECTION 7. - SUSPENSION OF USER'S PRIVILEGES. - The following shall be grounds for suspension of users/ reader's privilege:

- a. Deliberate destruction of books and/or library properties shall be a ground for suspension for one (1) month and confiscation of his library identification card.
- b. Stealing books and other library properties will be reported to the City Legal Officer for appropriate legal action. If found guilty after due process, the concerned party shall be suspended for one (1) year.
- c. Using other person's library card, the borrower will be confiscated of such. Also fake company, school and other identification cards used by the borrower will be confiscated.
- d. All users who are caught playing games, accessing, viewing, chatting or downloading pornographic and other indecent materials will be automatically suspended for one (1) month and their library card will be confiscated.

SECTION 8. - GENERAL LIBRARY POLICY. - As a general policy in the operations of the Naga City Public Library, the following shall be observed:

- a. The Library opens at 8:00 a.m. to 5:00 p.m. from Monday to Friday, without noon break, except during summer when library reading period starts at 8:00 a.m. to 12:00 noon and 1:00 am to 5:00 p.m.
- b. All users/readers of the Naga City Public Library are required to sign the logbook upon entering the library.
- c. Only persons with valid Library Identification Cards shall be allowed to use any of the sections or services of the Library.

SECTION 9. - THE TRUST FUND. - All fees collected by the City Treasurer and the fees and fines collected by the City Librarian and turned over to the City Treasurer shall be deposited in a trust fund which is hereby created to cover procurement and maintenance of books, materials, equipment, computer supplies and accessories, and other requirements in the Naga City Public Library.”

SECTION 10. - REPEALING CLAUSE. - All ordinances, resolutions, executive orders, administrative issuances or part/s thereof which is/are inconsistent with this ordinance are hereby repealed or modified accordingly.

SECTION 11. - EFFECTIVITY. - This ordinance shall take effect upon its approval.

ENACTED: October 17, 2001.

WE HEREBY CERTIFY to the correctness of the foregoing ordinance.

LILIAN O. PASCUAL
Local Legislative Staff Officer III
& SP Secretary Designate

ESTEBAN R. ABONAL
City Vice Mayor & Presiding Officer

APPROVED:

JESSE M. ROBREDO
City Mayor